



ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov

March 21, 2017 California Acupuncture Licensing Exam (CALE) Calendar

Please note the following dates and document deadlines related to filing an exam application for the Tuesday, March 21, 2017 California Acupuncture Licensing Exam (CALE) in Ontario, California (all dates are subject to change):

DEADLINE FOR APPLICANTS

November 18, 2016 - EXAM APPLICATION PACKET

1. Complete applications and a \$75.00 application fee **must be postmarked** no later than this date. A complete application means the application is thoroughly filled out and signed with the photo included. Any applications received without the required fee or any fee received without the required application, will be returned the same day it is received. Applications postmarked after this date will not be accepted. Beyond the application and application fee, below are listed the other components of the exam application packet, also due the same day.
2. **Transcripts** - Applicants are responsible for:
 - a. **Transfer Credit** - Requesting official transcripts from all colleges where they have received transfer credit per California Code of Regulations (CCR) Article 3.5 Section 1399.435 (g).
 - b. **Undergraduate** - Requesting official transcripts that show successful completion of at least two (2) academic years (60 semester credits/90 quarter credits) of education at the **baccalaureate level** per CCR Article 3.5 Section 1399.435 (a). All transcripts must be official and issued directly from the schools (not student copy) and **must be received** by this date.
3. **Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) Clean Needle Technique (CNT)**: All CCAOM Clean Needle Technique certification must come directly from the CCAOM to the Board. If you have completed the Clean Needle Technique Course with CCAOM please contact their office at 410-464-6040 and arrange to have your CNT documentation sent directly to the Acupuncture Board. **NOTE: If you completed a CNT course at your school that was not a CCAOM course, your acupuncture school will be providing your CNT certification with your transcripts.**
4. **CPR & First Aid**- Please attach a copy of your Adult/Child CPR and First Aid at this time. American Heart Association and the American Red Cross are currently the only approved providers per CCR Article 3.5 Section 1399.434(f) (3). Online courses are not accepted.

FOR APPLICANTS WITH DISABILITIES:

5. **Special Accommodations (Americans with Disabilities Act or religious)**: Required forms (both Attachment A and Attachment B) for requesting special accommodations. These forms are due with the rest of the application packet, the forms are available on our website at:
www.acupuncture.ca.gov/students/spec_accom.shtml
Please refer to the following link on our web-site for instructions:
www.acupuncture.ca.gov/students/spec_accom_proc.pdf

DEADLINE FOR ACUPUNCTURE SCHOOLS

NOVEMBER 18, 2016 TRANSCRIPTS, COURSES IN PROGRESS FORMS, TRANSFER CREDIT FORMS & SCHOOL CLEAN NEEDLE TECHNIQUE CERTIFICATION

The Acupuncture School transcripts, transfer credit forms and courses in progress forms **must be received** by the Acupuncture Board office by November 18, 2016.

Acupuncture Training Program Clean Needle Technique Certificate: Please provide a copy of the Clean Needle Technique course certification along with your students' transcripts. Some Foreign Equivalency candidates may have also taken the CNT course at your school. Please send these documents directly to the Board on their behalf.

DECEMBER 30, 2016 - APPROVAL OR DENIAL LETTER

ACUPUNCTURE BOARD:

APPROVAL OR DENIAL LETTER: The Acupuncture Board will mail letters by this date to notify you as to whether you qualify or do not qualify for the March 21, 2017 CALE. Your approval letter will indicate if you are fully approved or conditionally approved. Fully approved candidates have submitted all required documentation and have graduated. Conditionally approved candidates have not yet completed their TCM program. **GRADUATION TRANSCRIPTS are required to FULLY approve conditional candidates.** Applicants who did not complete their acupuncture program or were denied for any other reason must reapply for the next CALE.

Preparation guides: Will be sent to those first time applicants who qualify.

NOTE: Retakers will receive their preparation guides after we have received their payment.

Examination Fee: At this time you will be asked to submit the \$550.00 examination fee.

Live scan Fingerprints: Completion is not a requirement for the exam, but for licensure. It is not due at this time but you may submit it at this time to avoid any delays when you apply for licensure.

DEADLINE FOR APPLICANTS

January 20, 2017 – Friday – EXAMINATION FEE POSTMARK DEADLINE

EXAMINATION FEE \$550.00 for all examination candidates **must be postmarked** no later than **January 20, 2017**. Fees received with a postmark after this date will be returned and you will not be able to take the exam.

It is strongly recommended that you send your exam payment with tracking by registered or certified mail. The Acupuncture Board is not responsible for those payments that do not arrive at the Acupuncture Board office (i.e. lost in mail, etc.).

DEADLINE FOR ACUPUNCTURE SCHOOLS

February 3, 2017 – FINAL GRADUATION TRANSCRIPTS FROM SCHOOLS DUE TO BOARD NO LATER THAN THIS DATE

FINAL GRADUATION TRANSCRIPTS DUE:

It is the Acupuncture School's responsibility to:

1. Provide final transcripts with a graduation date for all **conditional candidates**.
 2. All transcripts must also include a **cover letter** which lists both: **the names of those students who have completed their coursework and those who have not yet completed their TCM coursework.**
- These documents **must be received** at the California Acupuncture Board office by **February 3, 2017**.

NOTE: A new approval notice is not sent to conditionally approved applicants who have graduated. The ID Notice for the exam shows that this requirement has been fulfilled.

February 10, 2017 – IDENTIFICATION NOTICES MAILING DATE

ACUPUNCTURE BOARD:

IDENTIFICATION NOTICES with examination details will be mailed by February 10, 2017 to exam candidates who have met all requirements. Exam candidates **must bring their ID Notice and CURRENT ID** to gain entry to the examination.

CALIFORNIA ACUPUNCTURE LICENSING EXAMINATION:

March 21, 2017

**Written Examination – Ontario Convention Center
2000 E. Convention Center Way, Ontario, CA 91764**

